



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** PUBLIC WORKS

**File #:** 21-757

Board Meeting Date: 9/28/2021

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Ann M. Stillman, Interim Director of Public Works  
**Subject:** Janitorial Services Agreement with Karla's Janitorial Services & Suppliers

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) An agreement with Karla's Janitorial Services & Suppliers to provide custodial services for County owned and leased facilities from October 1, 2021 through September 30, 2024, for a not-to-exceed amount of \$1,298,980.08; and
- B) The Director of Public Works or the Director's designee to execute subsequent amendments which modify the County's maximum fiscal obligations by no more than \$300,000 in aggregate and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

**BACKGROUND:**

The Department of Public Works (Department) is responsible for providing and managing contract custodial services for County owned and leased facilities. Multiple County departments rely on the Department to assist with the coordination and selection of contracted custodial services. This Board has authorized agreements for custodial services and the agreement authorized by Resolution No. 076139 on September 4, 2018 will expire on September 30, 2021.

**DISCUSSION:**

In May 2021, Department staff conducted an Invitation for Bids (IFB) process to select a contractor to provide custodial and janitorial services at multiple County owned and leased facilities. Representatives from the Department participated in the selection committee that reviewed the qualifications of the firms submitting bids.

Based on that review, the selection committee determined that Karla's Janitorial Services & Suppliers was the most qualified vendor and provides the best value in custodial services for County owned and leased facilities. The contract provisions allow the County to discontinue services at any facility,

at any time, during the contract period with a 30-day written notice to the contractor.

The not-to-exceed amount of the Agreement is for a required level of service and the additional \$300,000 fiscal allowance is for services on demand, such as window cleaning, and in anticipation of future janitorial services needed to maintain planned expansions or increases in County building square footage. The authority to increase the not-to-exceed amount provides the Director of Public Works or the Director's designee flexibility to increase service levels as well as add facilities/square footage to the basic contract period as the need arises.

County Counsel has reviewed and approved the agreement and resolution as to form.

**FISCAL IMPACT:**

This janitorial service agreement is for a term of October 1, 2021 through September 30, 2024 for a total not to exceed amount of \$1,598,980.08 and is included in the adopted Public Works Budget for FY 2021-22. There is no additional impact to the General Fund.

**ATTACHMENT:**

2021 IFB Custodial Contractor Bid Results